Motor Club of America

Your Own Personalized E-Commerce Website
Users Guide

First Things First:

Go to www.tvcmatrix.com. Click on "Member Login" on the upper right hand side of the screen and a login screen will appear. Once you enter the username and password you created when you became an associate or member and click on "Login" you will be granted access to your "Online Back Office". This is your own personalized Office where you can enter orders, check on your team sales, check the status of your commissions, enter a personal quote for your website, enter a picture or graphic of your choosing to be displayed on the home page of your website, change your username and password, update your personal information, change payment methods, send emails to those whom you have referred, and download brochures and other sales materials.

Once you login, click on the "**Account**" tab and then click on the second button from the left "**Login Info**". If you wish to change your username and password, enter your new username and password here. You can also receive a free email account with TVC by checking the appropriate box on the "Login Info" screen. Once you click update, your username and password will be changed. Now you have set the web address for your Personalized E-Commerce Website www.tvcmatrix.com/username. Any time you change your username you change your website address.

Sending Potential Member to Your Website:

1. Have your prospects go to www.tvcmatrix.com/username. (This is the username you selected above. Once they are at your website they will see your name, the picture of your choice, and a quote of your choice in the upper right hand corner of your website.
2. On the front of your website is information about the MCA Security Products and links where any of the potential members you refer can purchase the product immediately. They can click "**Start Now!**" to purchase the **MCA Security Plan** which can pay you an advance commission of **$40.00**, "**Go Better Now!**" to purchase the **MCA Security Plus Plan** which can pay you a commission of **$60.00**, or "**Go Best Now!**" to purchase the **MCA Total Security Plan** which can pay you an advance commission of **$80.00**. They can pay by credit card or by entering their checking account information. Once they purchase the product, they themselves will immediately be given their own personalized website where they can send their potential members and help grow both their and your sales team!

Features of your "Online Back Office"

Once you have Logged In to your Back Office:

You will immediately be displayed your Account Summary under the **Account Tab**, which will verify who you are and what products if any you have.

You will notice that you have five buttons at the top of this page. These are listed below, along with a brief description of the information they will give you.

1). Personal Info - Shows your name, address, phone number, etc. You are able to update your personal information in this screen by clicking edit, correcting the information, then hitting update.
2). Login Info - Shows your username and password. You are also able to set up your tvc email account on this page. You will use this page to change your login password or username which will affect the address of your website.
3). Payment Methods - Shows the payment method you are using to pay for your membership plan. You are able to update your payment information in this screen by clicking on edit, then entering the correct information and hitting update.
4). Monthly Orders - List your plan, your payment method you are using and what day of the month you are being drafted on.
5). Transaction History - Shows every transaction on your account. You are able to see a break down of your commission check in this screen. You can hit detail beside each transaction to receive more information on each transaction.

Associate Tab

In this screen you will be able to enter your own membership applications online. You will also be able to see the status of each sale. Your genealogy, team, team sales, help you keep track of your down-line. Each button is listed below, along with a brief description of the type of information you will be able to find.

1). Order Entry – If you are inputting new sales information from membership application, rather than sending your members to your website to purchase their membership directly, you will enter your sales through this screen. You will be able to draft the member immediately. You will notice that you have options on how to enter your application, call us at 866-467-2221, ask for associate services and we will help walk you through the process the first few times until you get the hang of it.
2). PGV – Shows your PGV count for the month selected (see MCA Training Manual for details).
3). Sales - This screen will show each application that has been entered under you. This screen also shows the status of the application, when you were paid for it, and how much you were paid for it. Pending Sales indicate bank draft payments for which we have not yet received validation from the bank.
4). Matrix – Not Applicable
5). Genealogy – Not Applicable
6). Team - Shows every person whom you have sponsored.
7). Matrix Tree – Not Applicable.
8). Picture – Allows you to upload a picture to be displayed in the upper right hand corner of your website.
9). Associate Payments - A detailed breakdown of each commission check or direct deposit you have received.
10). Sales Support - You will find all the supplies you will need to help you sell. You will find brochures, applications, and explanation of our pay scale.
11). Team Sales - Keeps track of your team sales. You can bring up what your team sold by month, week, or year.
12). Matrix Qualifications – Not Applicable

Support Tab

This tab will provide you with contact information for the Home Office.

If you have any questions please feel free to contact us at 866-467-2221, and ask for associate services…we would be more than happy to help you.